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STANDARD FORM NO. 64

Approved For Release 2000/04/14 : CIA-RDP78-03568A000500170028-8

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Classification and Wage Division  
THRU : Comptroller *RHF*  
FROM : Chief, Finance Division

DATE: 12 November 1953

SUBJECT: Job Descriptions

1. Attached are job descriptions substantiating the grades assigned to the following positions in the Payroll and Travel Branch.

PAYROLL SECTION

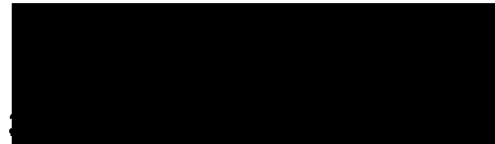
<u>SLOT NUMBER</u>	<u>TITLE</u>	<u>SERIES</u>	<u>GRADE</u>
370	Time Leave Pay Supervisor	GS-544	6
371	Clerk	GS-301	5
371.01	Clerk	GS-301	5

TRAVEL SECTION

372	Voucher Examiner	GS-540	6
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2. It is requested that Position Number 373 and 373.01 which are now classified as Clerks be converted to Voucher Examiner. The Voucher examiner positions are subject to I A action.

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attachments: 4

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Security Information

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